T R A N S F E R   O P P O R T U N I T Y
FOR CURRENT STATE EMPLOYEES

ASSOCIATE GOVERMENTAL PROGRAM ANALYST
OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD
DEPARTMENT OF INDUSTRIAL RELATIONS

Position: Associate Governmental Program Analyst (AGPA)
Salary: $4,255.00 - $5,172.00
Location: Sacramento—Natomas area.   Free parking!

Duties: Under the general supervision of the Chair and the Executive Officer, the AGPA performs complex technical, analytical assignments such as program evaluation and planning; policy analysis and formulation; systems development; budget planning, management, and personnel analysis; and continually provide consultative services to management and others for its two offices encompassing 34 persons. Must have excellent organizational, analytical and oral and written communication skills as well as an aptitude for information technology and strategic planning.

Specific Tasks under Personnel include: assistance with the recruitment, interview and selection processes, upward mobility and disciplinary processes; evaluation and updating of duty statements and compilation of support staff desk manuals; and attendance reporting (ARO).

S**pecific Tasks under Business Services include**: purchasing, contracts and payments for all necessary supplies and equipment to run the Board; assist Executive Officer to develop and write BCPs and reports for submittal to the department and agency.

Other Specific Tasks include: strategic staff and facilities planning, expense analysis against the Board's budget; continuous budget review, bringing potential problems to the attention of the Executive Officer and Chair; various presentations to staff; administratively act in the Executive Officer's absence.

Applications accepted until filled. Only the most qualified applicants will be interviewed. Three business references required at time of application.

If you have any questions, please contact Janet Eagan, Executive Officer of the Appeals Board at:
916-274-5770.

POSITION OPEN UNTIL FILLED.